

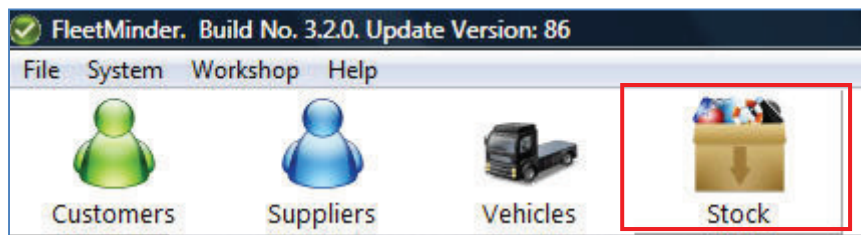
## **Chapter 6**

### **Stock**



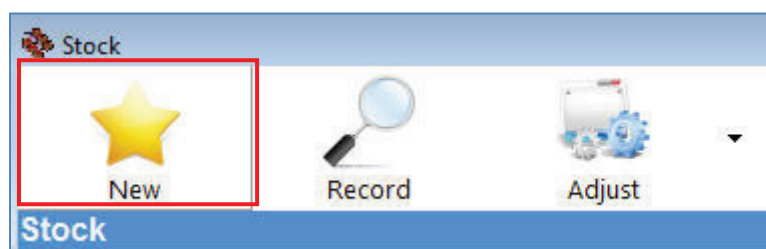
## Create a New Stock Item

Click **Stock** on top bar of buttons on main screen.



**Stock Section**

To enter a new stock item onto the system click **New**.



**New Stock Item**

This will open the **Stock Wizard**.




**Stock Wizard**

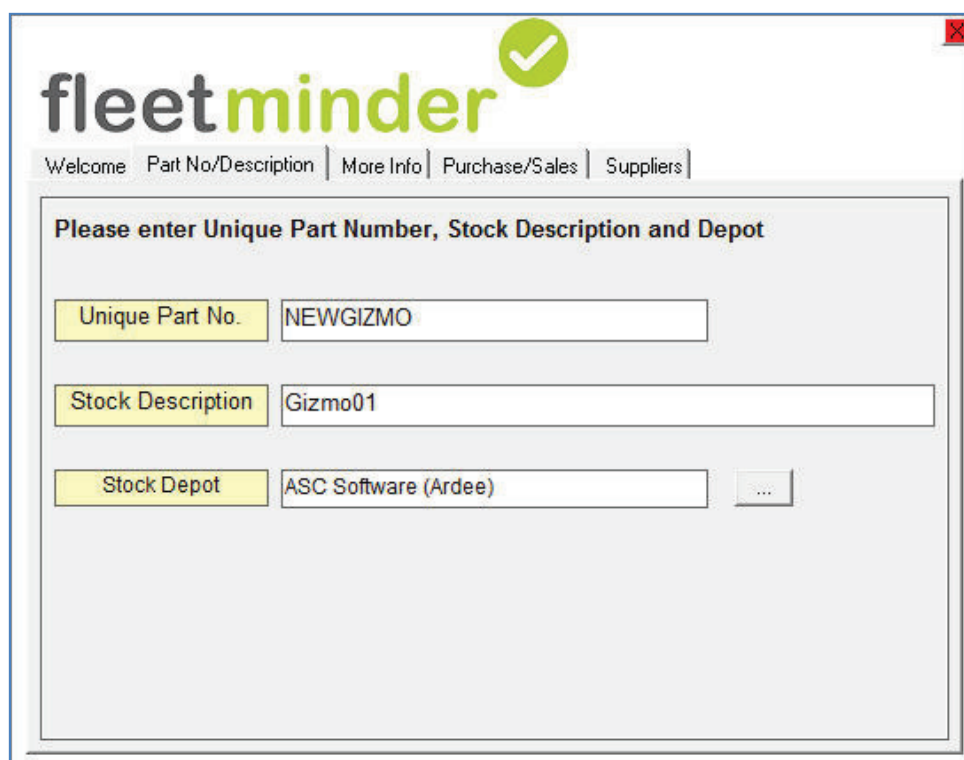
The first screen that appears notifies you of the information that you will need before you can complete adding a stock item to the system.

These items are:

- *Stock Description and Unique Part Number*
- *Product Information*
- *Purchasing and Sales Information*

If you do not have these items, click  to exit the Stock Wizard.

If you have these items, click on the **Part No/Description Tab** to proceed to the next screen.




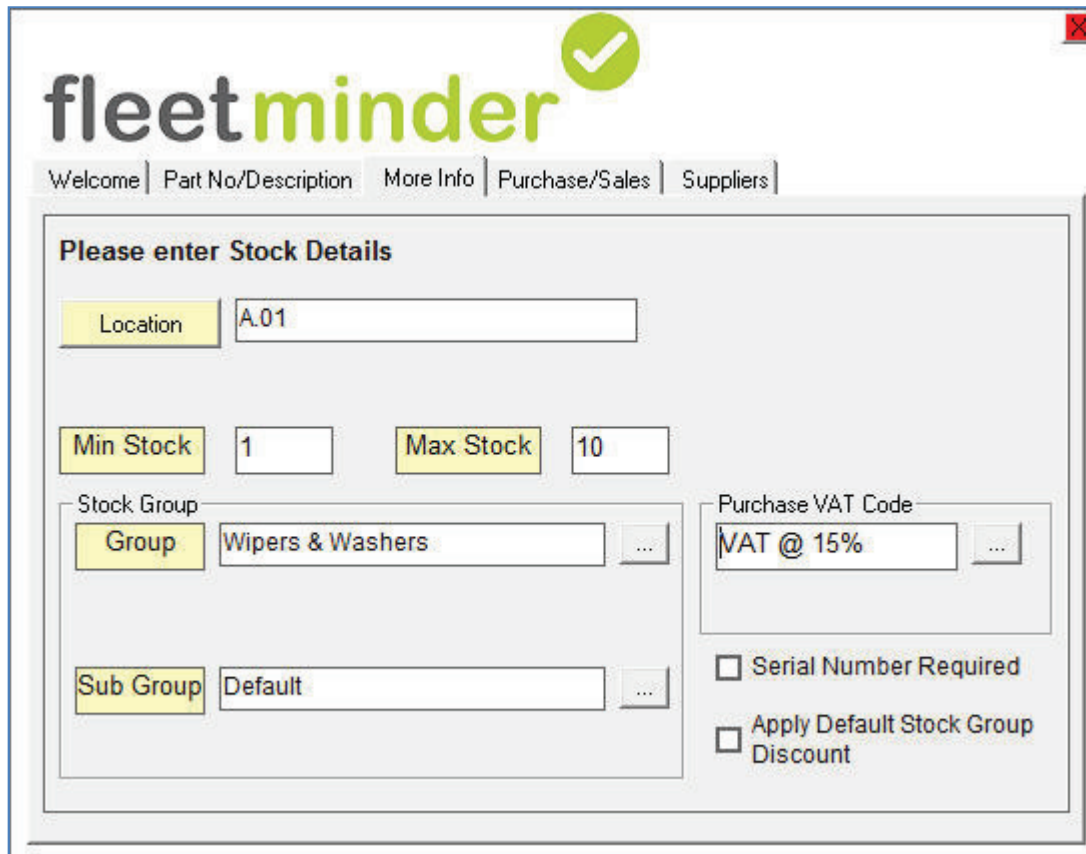
**Part Number and Description**

On the next screen, click the white box beside **Unique Part No.** and type in a unique identifying number for that stock part.

Click the white box beside **Stock Description**.  
Type in a detailed description of the stock item .

When you have filled in the fields, click **on the More Info tab**.

If you wish to exit the Stock Wizard and not save any information, click .



The screenshot shows a web application window titled "fleetminder" with a green checkmark icon. The window has a navigation bar with tabs: "Welcome", "Part No/Description", "More Info", "Purchase/Sales", and "Suppliers". The main content area is titled "Please enter Stock Details". It contains several input fields and checkboxes. The "Location" field is set to "A.01". The "Min Stock" field is set to "1" and the "Max Stock" field is set to "10". The "Stock Group" dropdown is set to "Wipers & Washers" and the "Sub Group" dropdown is set to "Default". The "Purchase VAT Code" dropdown is set to "VAT @ 15%". There are two checkboxes: "Serial Number Required" and "Apply Default Stock Group Discount", both of which are currently unchecked.

**fleetminder** ✓

Welcome | Part No/Description | More Info | Purchase/Sales | Suppliers

**Please enter Stock Details**

Location: A.01

Min Stock: 1 Max Stock: 10

Stock Group: Wipers & Washers ...

Sub Group: Default ...

Purchase VAT Code: VAT @ 15% ...

☐ Serial Number Required

☐ Apply Default Stock Group Discount

**Stock Details**

On the next screen, you must fill in the following fields:

- *Location*
- *Min Stock*
- *Max Stock*
- *Stock Group*
- *Stock Sub Group*
- *V.A.T. Code*

You can also tick the **Serial Number Required** box to ensure that a serial number is always written in whenever a unit of this product is received into stock.

Likewise, ticking **Apply Default Stock Group Discount** will ensure that the default stock group discount is always applied to this part number.

**fleetminder** ✓

Welcome | Part No/Description | More Info | **Purchase/Sales** | Suppliers

**Please enter Product Sales Details**

Purchase Price	10	Selling Price	13
V.O.R. Price	0	Selling Unit	1
Purchase Unit	1		

Purchase NI Description: Parts For Resale

Selling NI Description: Labour Sales

Select From List --->

- Parts Sales
- Labour Sales
- Enviromental Waste Charges
- Garage Equipment
- Vehicle Sales
- Muni Sales
- Alan Vehicle Sales

#### Purchase/Sales Details

On this screen you must enter the *Purchase Price*.

Optional fields that can be entered at this time are:

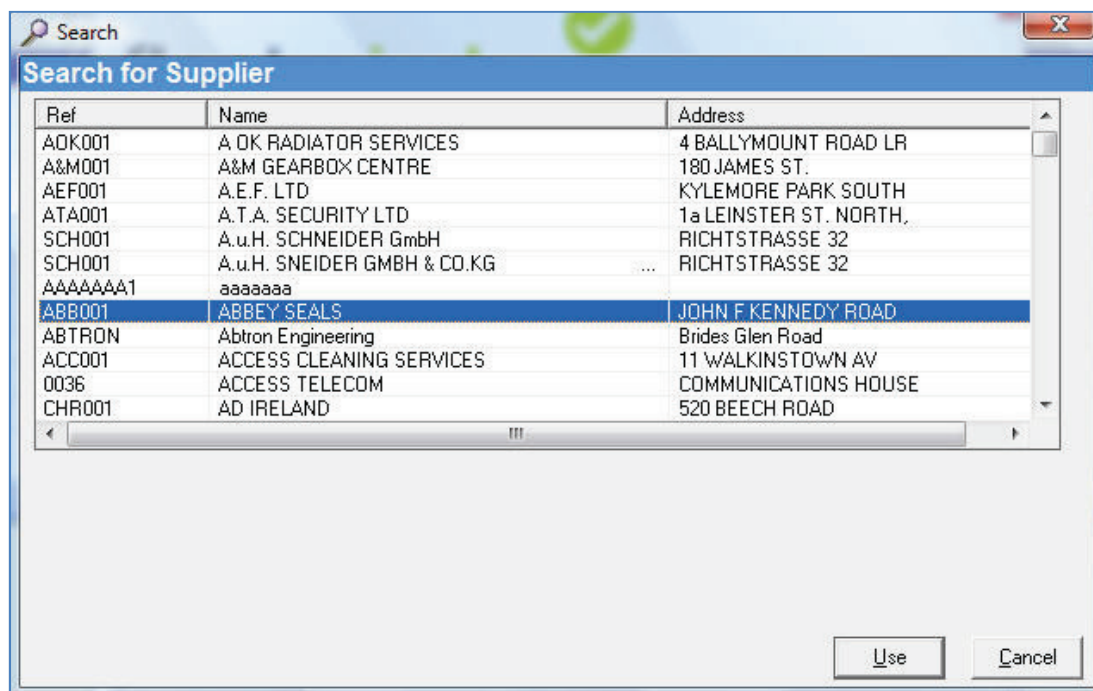
- *V.O.R. Price*
- *Selling Price*
- *Purchase Unit*
- *Selling Unit*
- *Purchase Unit*
- *Purchase Ledger Description*
- *Sales Ledger Description*

Click **Suppliers** once you have filled in all necessary details and to move onto the final screen

Click **Cancel** to exit the Stock Wizard without saving any of these details.

Click **Back** to go to the previous screen.

Finally, you must pick the Supplier of the product.



Ref	Name	Address
AOK001	A OK RADIATOR SERVICES	4 BALLYMOUNT ROAD LR
A&M001	A&M GEARBOX CENTRE	180 JAMES ST.
AEF001	A.E.F. LTD	KYLEMORE PARK SOUTH
ATA001	A.T.A. SECURITY LTD	1a LEINSTER ST. NORTH,
SCH001	A.u.H. SCHNEIDER GmbH	RICHTSTRASSE 32
SCH001	A.u.H. SNEIDER GMBH & CO.KG	RICHTSTRASSE 32
AAAAAAA1	aaaaaaa	...
ABB001	ABBEY SEALS	JOHN F KENNEDY ROAD
ABTRON	Abtron Engineering	Brides Glen Road
ACC001	ACCESS CLEANING SERVICES	11 WALKINSTOWN AV
0036	ACCESS TELECOM	COMMUNICATIONS HOUSE
CHR001	AD IRELAND	520 BEECH ROAD

#### Select the Supplier

In the *Supplier* field, type in some or the entire name of the supplier you wish to find.

Press **Enter**.

A grid of available Suppliers will appear.

Click the Supplier to highlight it and click **Use**.

FleetMinder supports multiple suppliers for the same stock item, so to add another supplier for this stock item, repeat the steps above.

If you do not see the supplier you need in the list and wish to exit to repeat the search, click **Cancel**.

**fleetminder**

Welcome | Part No/Description | More Info | Purchase/Sales | Suppliers

**Please Enter Supplier Details**


Supplier

Selected Suppliers	Ref No.	Name
	ABB001	ABBEY SEALS

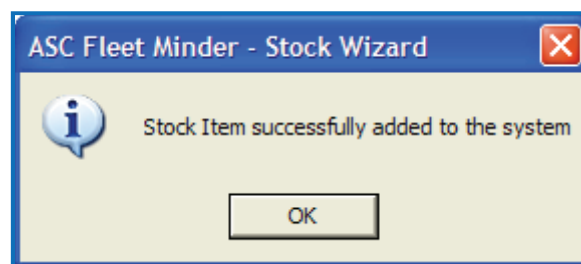
Save

**Supplier Added**

Click **Save** to save all the information to complete the generation of this stock item on the system.

Click  if you wish to exit the creation of this stock item.

Click on the tabs if you wish to return to a previous screen to alter any of the details.



**Part Added Successfully**

A message will be displayed confirming that this item was successfully added to stock.



## Search for a Stock Item

FleetMinder Stock section allows you to search for stock items by *Part No.* or by *Description*.

The screenshot shows the 'Stock' window with a toolbar at the top containing icons for New, Record, Adjust, Stock Take, Reports, Low Stock, Stock Returns, and Depot Requisitions. Below the toolbar is a table titled 'Stock (6)' with the following data:

Part No	Description	Selling Price	Location	Bin Stock	On Order	SSNo
GIZM02	Another Gizmo	13.00	4505	0	10	
GIZ001	Gizmo	143.00	4505	93	11	
NEWGIZM0	Gizmo01	13.00	A.01	0	0	
GIZM099	GIZM099	20.00	4310	0	0	
GIZZER	GIZZER	10.00	4307	0	1	
GIZM01	New Gizmo	13.00	4505	0	10	

Below the table is a search section with a red box around the 'Enter Search Criteria' area. It contains a dropdown menu set to 'Description', a text box with 'giz', and a 'Go' button. A 'Close' button is located at the bottom right of the window.

**Search by Description**

From the drop down box, select **Description**.

In the text box provided type in part of, or, the entire description of the item that you are looking for then click **Go**.

The system will retrieve all parts that have that sequence of letters in its description.

The screenshot shows the 'Stock' window with the same toolbar as the previous image. Below the toolbar is a table titled 'Stock (1)' with the following data:

Part No	Description	Selling Price	Location	Bin Stock	On Order	SSNo
GIZM01	New Gizmo	13.00	4505	0	10	

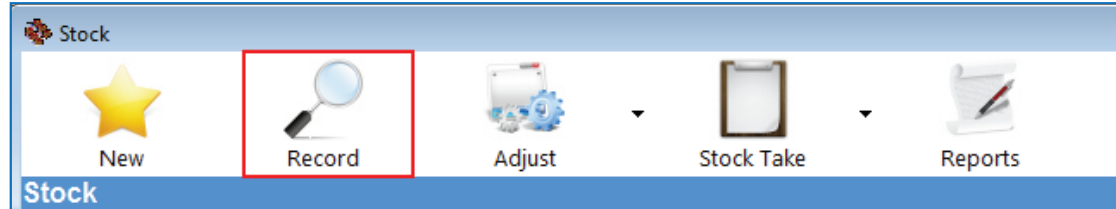
Below the table is a search section with a red box around the 'Enter Search Criteria' area. It contains a dropdown menu set to 'Part No', a text box with 'gizmo1', and a 'Go' button. A 'Close' button is located at the bottom right of the window.

**Search by Part Number**

To search by part number, select **Part No** from the search criteria drop down box, type in the Part No that you wish to view in the text box provided, then click **Go**.

## Edit Details of a Part/Stock Item

After the necessary details are setup in the Stock Wizard for a part, there are other items that can be added in and information that can be retrieved regarding that part number from within the Stock section.



### Open Stock Record

Double click the part you wish to view or click on the part to highlight it and click **Record**.

The 'Stock Record' window for 'GIZMO1 - New Gizmo' is shown. It has tabs for 'Details', 'Intrastat', 'Sales', 'Notes', and 'Suppliers'. The 'Details' tab is active, showing fields for 'Part No.' (GIZMO1) and 'Description' (New Gizmo). There is a checkbox for 'Accumulate Running Quantity' and a printer icon. Below this is a 'Depot Totals' table with columns: Depot, Location, Min, Max, On Ord, Bin. The table has one row: ASC Softwa..., 4505, 1.00, 10.00, 10.00, 0.00. To the right of the table are 'Grand Totals' fields showing 10.00 and 0.00. Below the table is a '+ Depot' button. To the right of the table are 'Purchase' and 'Selling' sections. The 'Purchase' section has fields for 'Price' (10.00), 'Unit' (1), 'Valuation Price' (8.00), and 'NL Desc.' (Parts For Resale). The 'Selling' section has fields for 'Price' (13.00), 'Recc Price' (13.00), 'Unit' (1), 'Always sell at VAT Code' (checkbox), and 'NL Desc.' (Parts Sales). Below these are 'Purchase VAT' and 'Supersession No' fields. The 'Purchase VAT' section has a 'VAT Desc.' field with 'VAT @ 15%'. The 'Supersession No' field is empty. Below these are 'Exchange Unit' and 'Serial No Reqd' fields. The 'Serial No Reqd' field has a checkbox. Below these are 'Allow Discount' and 'Is Super Part (BOM)' checkboxes. The 'VOR Price' field is 0.00. The 'Discount Matrix' field is N/A. The 'Warranty Period' section has a 'Months' field with 0. The 'Creation Date' field is 11/12/2006. At the bottom are 'Save' and 'Close' buttons.

Depot	Location	Min	Max	On Ord	Bin
ASC Softwa...	4505	1.00	10.00	10.00	0.00

### Stock Record

## Details Tab

A *Stock Record* is displayed, defaulting to the *Details* tab.

On this screen you will view the **Part No.** This item cannot be edited.

**Description** of the Part and **Location** of part in stock stores – both can be edited.


**Accumulate Running Quantity** will establish whether or not you want to store how many items are coming in and going out of stock. You may not wish to accumulate a running quantity of items such as stationery.

However, if you have accumulated a running quantity it is important that you input a **Min Stock** and **Max Stock** figure. This will allow you to manage the quantity of your stock more efficiently.

**Bin Stock** indicates the amount of stock that is on the premises and **On Order** indicates the amount of stock on order.

**Warranty Period** will denote the standard warranty period of the product in months. This can be 0.

**Creation Date** is the date that this stock item was added to the system; this cannot be edited.

**Stock Group** can be altered by clicking the display button () and then selecting the appropriate Stock Group from the available Stock Groups in the drop down list.


**Sub Group** is altered in the same way by clicking the display button and selecting appropriate Sub Group from available Sub Groups in the drop down list.

Stock Groups and Sub Groups are created from the **System** Menu, sub-menu **Stock Groups**.

**V.O.R. Price** is the Vehicle Off-Road price.

**Discount Matrix** is the code used to point to the Supplier Discount Matrix.

**Purchase Price** cannot be edited – this is derived from the price that the system last purchased in goods from the supplier at from a Purchase Order into Stock. As you can have more than one supplier, who can all sell the product to you at different prices; this field will always vary and is a guide.


**Valuation Price** is a derived price for evaluating stock. It can be edited but first you must click the display button (). This will confirm your level of permission on the system to alter the details and once confirmed you can alter the value.

**NL Desc.**, the Purchase Nominal Ledger Description can be altered.

**Selling Price** can be altered – please note that if you have not filled in a selling price the system automatically uses the **Recc Price** which it obtains by calculating the selling price using the Purchase Price and the Default Markup percentage as defined in the System Parameters section when you go to sell the product for the first time.

**Purchase Unit** and **Selling Unit** denote how many units of the product are sold together. If, for example, a windscreen wiper was purchased individually but you wanted to sell them as a unit of 2, you would fill the *Purchase Unit* field with 1 but the *Selling Unit* field with 2.

**Always sell at VAT Code** is used to force FleetMinder to always sell this part at the VAT Code that you specify.

**V.A.T. Desc.** can be changed by clicking the display button () and then use the drop down box to change it to a different V.A.T. Description.

**Supersession Number** is used if the part number has been superseded by another part number.

**Core Unit** is used to add a surcharge for the old unit (e.g. starter motor).

If a serial number identifies a part and you wish to ensure that it is noted each time one is received into stock, tick **Serial Number Required** box. This will prompt the user to put in a serial number when receiving in the stock after purchase.

**Discount – Allow Discount** is ticked if you want the default Stock Group and/or Sub Group discounts to apply to this part when it is sold either as a Part Sale or a sale from use in the Workshop.

**Is Super Part (BOM)** is used to indicate that this part is manufactured using the Bill of Materials (BOM) facility. See the Bill of Materials section for more details.

Click **Save** if you wish to close this section with the details stored.

Click **Close** if you want to exit without saving the details.

## Sales Tab

On the **Sales** tab you can view a detailed sales history on the Stock Item.

Stock Record

GIZMO1 - New Gizmo

Details | Intrastat | **Sales** | Notes | Suppliers

Last 12 Monthly Sales

August	September	October	November	December	January	February	March	April	May	June	July
0	0	0	0	0	0	0	0	0	0	0	0

Stock Audit

Start Date: 14/07/2009

End Date: 14/07/2009

☐ Export Report

Show Stock Transactions

Purchase Order History

☒ Status - Not Closed

☐ Status - Closed

Show History

Save Close

### Stock Sales

**Last 12 Monthly Sales** shows a basic view of the sales of the stock item in the previous 12 months to the current month. This cannot be edited by the user but is updated as the sales are carried out on the system.

The **Stock Audit** section gives a view of the sales of the stock item in a specific period of time chosen by the user.

Select a **Start Date** (type in full date or click drop down box to display a calendar so as to select a date) and also an **End Date** (likewise selected by typing it in or selecting from the drop down calendar).

Click **Show Stock Transactions**.

12/12/2006  
09:18

Stock Transaction Audit

Part Number BB150

From 12/12/2005 To 12/12/2006

Type	Date	Reference	In	Out	Ac No	Name
WIP	26/01/2006	JOB - 368049		2	000177	AUTOMOTIVE SERVICES
RET	26/01/2006	JOB - 368049	1		000177	AUTOMOTIVE SERVICES
RET	26/01/2006	JOB - 368049	1		000177	AUTOMOTIVE SERVICES
GI	26/01/2006	POP - 99891	2		A&M001	A&M GEARBOX CENTRE
WIP	26/01/2006	JOB - 368049		2	000177	AUTOMOTIVE SERVICES
WIP	17/02/2006	JOB - 368049		1	000092	DAN RYAN TRUCK

### Stock Transaction Audit Report

The system will display a Stock Transaction Audit displaying all transactions relating to that Part Number within the chosen period of time.

As you can note from our example, the reference field items are highlighted a different colour. You can click on any one of these to display the Purchase Order, Sales Order or Job Card that it generated from.

For example, click on a Purchase Order and you can view when the part was purchased. On this report you can click on the PART NO to view the Purchase Order Audit Trail.

Quantities received on a Purchase Order

100%

1/1

Back Forward

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17

Purchase Order Audit Trail for Part No : GIZ001

Purchase Order No. 100601

Quantity Ordered 2.00

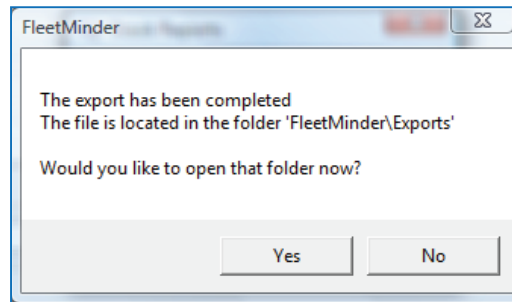
Qty	Date In	Supplier GRN	Invoice Date	Invoice No	Status
2.00	28/11/2006	00001	28/11/2006	34	Closed

Outstanding Balance : 0

### Purchase Order Audit Trail

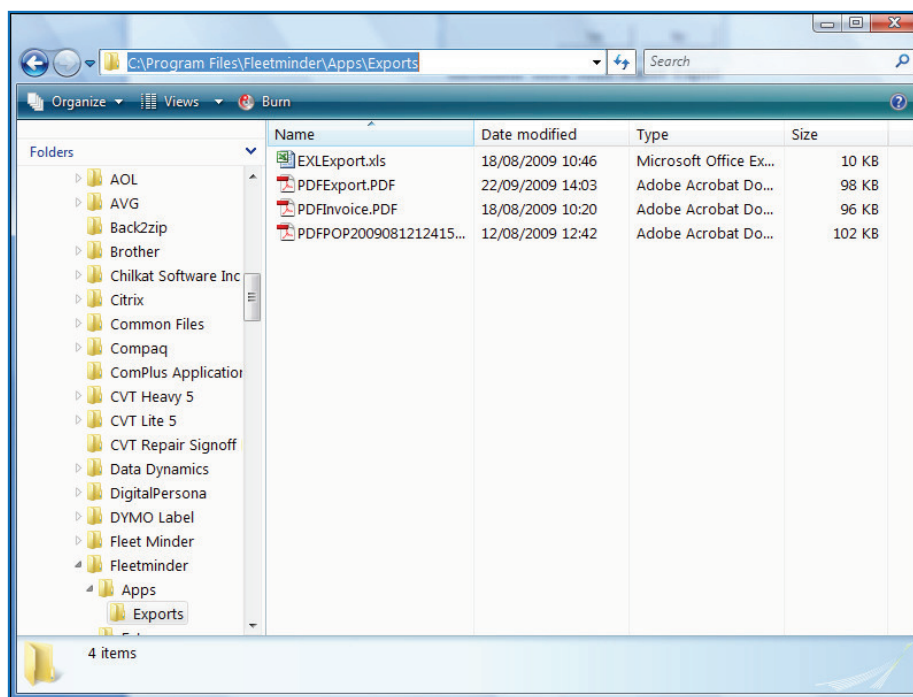
Reports can also be exported to your chosen format. Tick **Export Report** to alert the system that you want an exported report. From the drop down list provided, click on the type of report you wish to export. You have the option of **Excel**, **HTML**, **PDF**, **Text** or **Tiff**.

Once selected, click on **Show Stock Transactions**.



**Report Export**

When the file has been exported successfully, you will be notified by the system with a message telling you that the system has completed exporting the requested file type.



**Exports Folder**

As with all exported files, you can find it in:

***C:\Program Files\Fleetminder\Apps\Exports***

Microsoft Excel - EXLExport.xls												
File Edit View Insert Format Tools Data Window Help												
A1 12/12/2006												
	A	B	C	D	E	F	G	H	I	J	K	L
1	12/12/2006											
2	09:18											
3												
4												
5	Type	Date	Reference	In	Out	Ac No	Name					
6	WIP	26/01/2006	JOB - 368049			000177	AUTOMOTIVE SERVICES					
7	RET	26/01/2006	JOB - 368049	1		000177	AUTOMOTIVE SERVICES					
8	RET	26/01/2006	JOB - 368049	1		000177	AUTOMOTIVE SERVICES					
9	GI	26/01/2006	POP - 99891	2		A&M001	A&M GEARBOX CENTRE					
10	WIP	26/01/2006	JOB - 368049		2	000177	AUTOMOTIVE SERVICES					

**Report in Excel**



In the Purchase Order History section of the **Sales** tab you can view the details of current and previous Purchase Orders for the stock item.

View Closed Purchase Orders

Select the **Status – Not Closed** or **Status – Closed** button and click **Show History**.

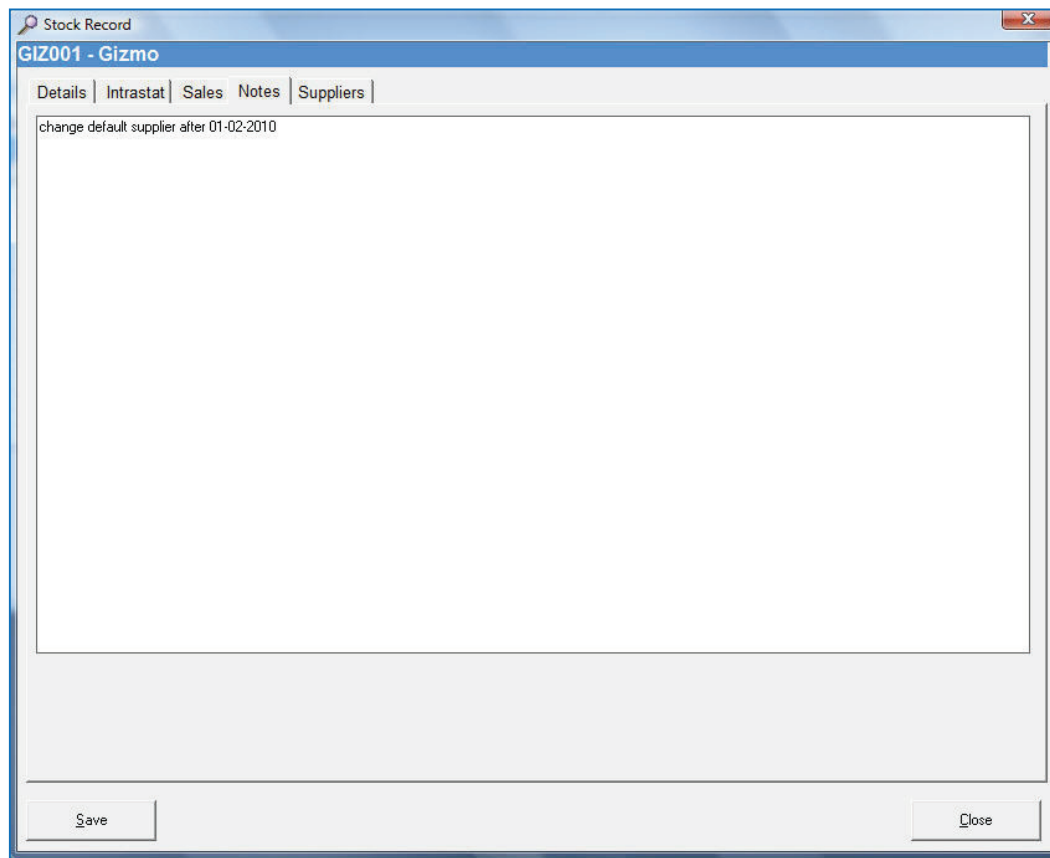
Audit Trail

From the main **Purchase Order History** report that is displayed you can click the highlighted **POP No.** and display the relevant Purchase Order report. Likewise, from the Purchase Order Report you can click on the highlighted **Part No.** and view a **Purchase Order Audit Trail** for the part number.



## Notes Tab

The fourth tab of Stock Record is **Notes** tab.



The screenshot shows a software window titled 'Stock Record' with a sub-header 'GIZ001 - Gizmo'. It features a tabbed interface with five tabs: 'Details', 'Intrastat', 'Sales', 'Notes', and 'Suppliers'. The 'Notes' tab is currently selected and active. The main area of the window is a large text box containing the text 'change default supplier after 01-02-2010'. At the bottom of the window, there are two buttons: 'Save' on the left and 'Close' on the right.

### **Note**

In this screen you can keep notes regarding the Stock Item, simply click on an empty area and begin typing. When you have finished click on **Save**.

Notes can be edited or amended as you wish.

## Suppliers Tab

In the Suppliers Tab of the Stock Record you can view the details on the Supplier(s) of the stock item.

Ac No	Supplier	Last Price	Last Date
AOK001	A OK RADIATOR SERVICES	100	28/11/2006
ASCSOFTW	ASC Software Ltd	100	

Set as Default Supplier

Default Supplier

ASCSOFTW

ASC Software Ltd

58 Le Broquay Avenue

Parkwest Industrial Park

Dublin 12

Save Close

### Default Supplier

At the time of setup, you supplied the system with a list of Suppliers and set the default. Likewise, if you purchase this part from a supplier that is not on the list already, it will add this supplier as a supplier to this list.

The default supplier is below the grid of suppliers.

To change default supplier, click the new supplier in the grid so that it is highlighted. Click **Set as Default Supplier**.

The default supplier on the right of the screen will now be replaced to the new default supplier.

The original default supplier will still be available in the list on the left, should you need to purchase this part from them. However, they will not be considered the default supplier.

Note that the *Last Date* column is the last day on which the default price for the stock item was changed. E.g. when signing off a GRN, if the price has changed, FleetMinder prompts you to change the default price for the stock item.

## Supersession Number

The Supersession facility in FleetMinder is used when an old part number is superseded by a new part number.

An example of this situation is when a supplier changes a part number to a new revision, or, if you change suppliers for an existing part and the new supplier uses a different part number.

By entering the new part number into the Supersession field in the old part number, FleetMinder will automatically let you know that the old part is obsolete and will prompt you to change to the new part number.

To supersede a part number:

1. Set up the new part number – go to the **Stock** section and click on **New** and fill in the relevant details.
2. Open the stock record for the old part number.
3. In the field *Supersession Number*, enter the new part number and press **Enter**. FleetMinder will then display a list of parts matching that part number. Ensure the correct part is highlighted and then click **Use**.

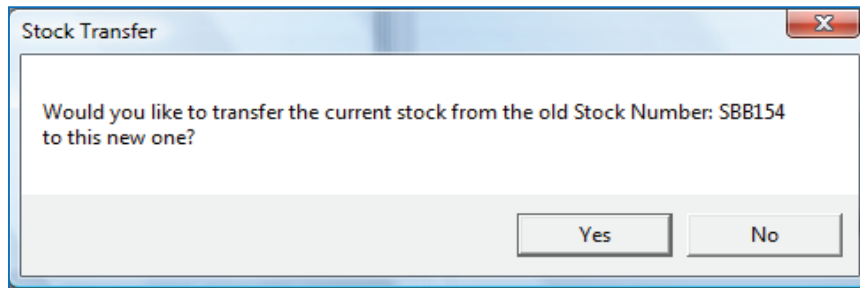
Part No	Description
D0004	YARD BRUSH & HANDLE

Use

Supersession No d0004

**New Part Number**

4. If the bin stock for the old part number is greater than 0, FleetMinder will prompt you to transfer the stock to the new part number.



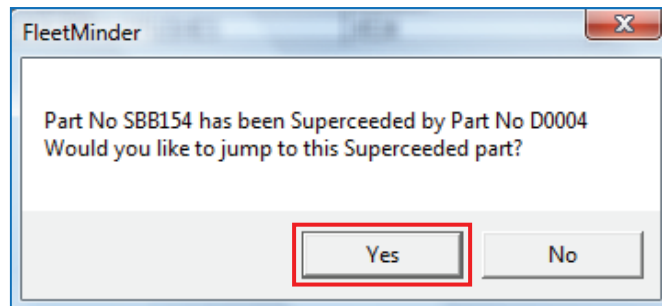
**Transfer Stock**

Click **Yes** to transfer the bin stock to the new part number or click **No** to leave the bin stock with the old part number.

**Note** – if you do not transfer the bin stock to the new part number you will be unable to use the old stock on a Job Card or Sales Order. In this situation you should use the remaining bin stock before setting up the Supersession.

5. Click **Save** to save the stock record.

If you then try to use the original part number on a Job Card or Sales Order, FleetMinder will automatically prompt you to change to the new part number.



**Superseded Part**

Click **Yes** to change to the superseded part.

## Exchange Unit

Exchange units are used in FleetMinder when the purchase of a new part from a supplier requires the return of the old/broken part.

An example of this type of part is a starter motor. When purchasing a new starter motor, the supplier will add a surcharge to the price which will be credited when the old starter motor is returned to the supplier.

To process these transactions in FleetMinder, a stock item needs to be set up for the starter motor, and a separate part number set up for the exchange (return) unit. The purchase price for the starter motor should be set to the standard price of the starter motor, while the purchase price for the exchange unit should be set to the amount of the surcharge.

In this example we will be using a starter motor with the part number *SM001* and the exchange unit with the part number *SM001/OU*. Note that we have used the same prefix *SM001* but for the exchange unit we have used */OU* in the part number to signify that it is the “old unit”.

To link the starter motor and the core unit, open up the stock record of the starter motor in FleetMinder. In the *Exchange Unit* field, type in the part number of the exchange unit and press **Enter**. Ensure the correct part is highlighted and then click **Use**.

Part No	Description
SM001/OU	starter motor core unit

Use

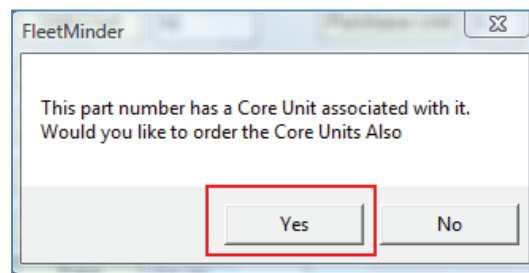
Exchange Unit sm001

**Exchange Unit**

Click **Save** to save the changes to the stock record.

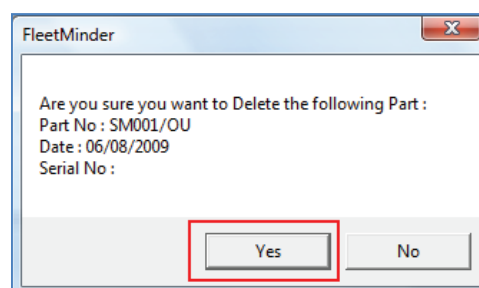
## Exchange Unit Process

1. Open the Job Card and click on **Create Order**. Enter the supplier details on the Purchase Order. Click on **Add Part**. Enter the part number and the quantity required and click on **Add**.
2. At this stage FleetMinder will recognise that this part has a core unit and will prompt you to add it to the Purchase Order. Click **Yes**.



**Add Exchange Unit**

3. FleetMinder will then auto-fill the details of the exchange unit on the Purchase Order. Click **Add**.
4. Save the Purchase Order and then receive both the part and its exchange unit in the usual manner. Both parts will then be added to the Job Card.
5. Open the Job Card and in the parts section double-click on the core unit to open the *Job Parts Edit* window.
6. **Right-click** on the line containing the part to remove the part from the Job Card. FleetMinder will prompt you to confirm the deletion of the part. Click **Yes**.



**Confirm Delete**

7. Go to the Stock section and click on **Stock Returns** and then click on **New**.
8. Create the Stock Return Note for the core unit and return it to the supplier. When you receive the Credit Note from the supplier, enter the details into the Stock Return Note and then sign it off.

## Adjust Stock Quantity

When you start to use FleetMinder you need to adjust your stock so that the system recognises how many of each stock item you actually have.

Likewise, you may find discrepancies occurring between what you actually have and what you should have according to the system and occasionally you will need to adjust the stock to display the correct amount on situations when you do not wish to carry out a full stock take.

Open the Stock section, search for the part, highlight the line then click on **Adjust**.

Part No	Description	Selling Price	Location	Bin Stock	On Order	SSNo
NEWGIZMO	Gizmo01	13.00	A.01	89	16	

**Stock Adjust**

The Stock Transfer window will appear:

**NEWGIZMO - Gizmo01**

Stock Depot: ASC Software (Ardee)

Part No.: NEWGIZMO

Description: Gizmo01

Valuation Price: 10.00

Current Free Stock: 89

Transfer Type:  
☒ Goods In  
☐ Goods Out

Transfer IN:  
Qty: 2  
Ref: Alan McGee

New Stock Total: 91

Save Close

**Stock Transfer**

#### Adding Goods In into system:

If you are adding a quantity of goods to the system, click **Goods In** under the **Transfer Type** category.

Type the correct quantity into the **Qty** (quantity) field that you wish to add to the *Current Free Stock* figure.

That is, if you should have 5 and the Current Free Stock shows 3, type 2 into the QTY field.

You must also type in a reference in the **Ref** field. In our example, the user typed in their name.

Click **Close** if you want to exit without adjusting stock figure.

Click **Save** to close and store the alterations made.

#### Removing Goods Out of System:

If you are removing a quantity of goods from the system, click **Goods Out** under the **Transfer Type** category.

Type the correct quantity into the **Qty** (quantity) field that you wish to remove from the *Current Free Stock* figure.

That is, if you should have 5 and the Current Free Stock shows 7, type 2 into the QTY field.

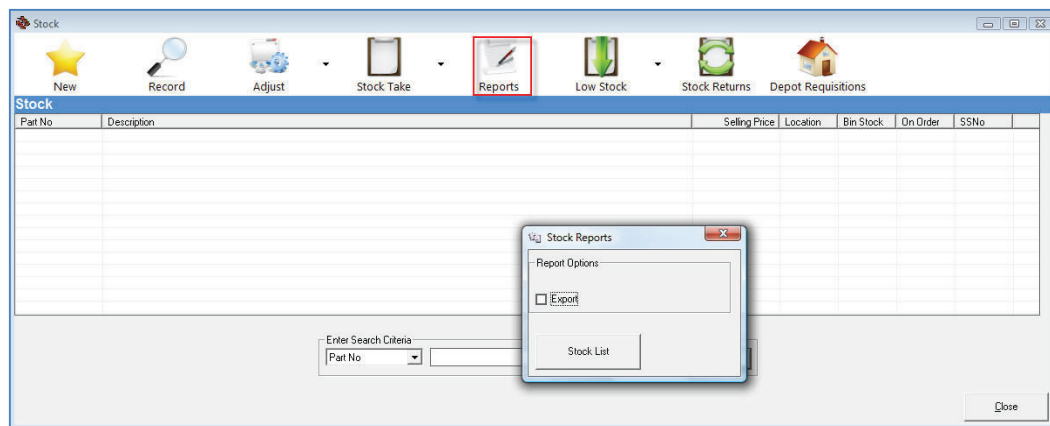
You must also type in a reference in the **Ref** field. In our example, the user typed in their name.

Click **Close** if you want to exit without adjusting stock figure.

Click **Save** to close and store the alterations made.



## Stock List Report



### Stock List Report

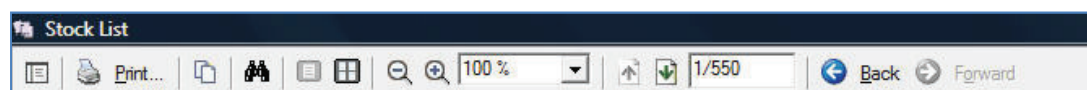
In the Stock section of FleetMinder, click **Reports**.

On the screen that appears, click **Stock List**.

Stock List					
Part No	Description	Supplier	Stock Group	Stock Sub Group	Disc
0.53	0.35	ASC Software Ltd	5	Default	<input type="checkbox"/>
0/001/06	EYELET 5.3MM RING	GORDON EQUIPMENT LTD	Cabling	Durite	<input checked="" type="checkbox"/>
0/001/07	TERMINAL FORK 3.7MM	GORDON EQUIPMENT LTD	Cabling	Durite	<input checked="" type="checkbox"/>
0/001/08	TERMINAL FORK 5.3MM	GORDON EQUIPMENT LTD	Cabling	Durite	<input checked="" type="checkbox"/>
0/001/09	TERMINAL RED 6.3	GORDON EQUIPMENT LTD	Cabling	Durite	<input checked="" type="checkbox"/>
0/001/10	CONNECTOR BUTT RED	GORDON EQUIPMENT LTD	Cabling	Durite	<input checked="" type="checkbox"/>
0/001/11	BUTT CONNECTOR BLUE	GORDON EQUIPMENT LTD	Cabling	Durite	<input checked="" type="checkbox"/>
0/001/13	TERMINAL LUCAR BLUE	GORDON EQUIPMENT LTD	Cabling	Durite	<input checked="" type="checkbox"/>
0/001/15	CONNECTOR P/BACK BLUE	GORDON EQUIPMENT LTD	Cabling	Durite	<input checked="" type="checkbox"/>
0/001/16	BUTT CONNECTOR YELLOW	GORDON EQUIPMENT LTD	Cabling	Durite	<input checked="" type="checkbox"/>
0/001/17	TERMINAL BL 6.3MM	GORDON EQUIPMENT LTD	Cabling	Durite	<input checked="" type="checkbox"/>
0/001/19	TERMINAL LUCAR YELLOW	GORDON EQUIPMENT LTD	Cabling	Durite	<input checked="" type="checkbox"/>
0/001/20	EYELET RED 6.4MM	GORDON EQUIPMENT LTD	Cabling	Durite	<input checked="" type="checkbox"/>
0/001/21	EYELET BLUE 6.4MM	GORDON EQUIPMENT LTD	Cabling	Durite	<input checked="" type="checkbox"/>
0/001/22	EYELET YELLOW 6.4MM	GORDON EQUIPMENT LTD	Cabling	Durite	<input checked="" type="checkbox"/>
0/001/26	TERMINAL BLADE RED	GORDON EQUIPMENT LTD	Cabling	Durite	<input checked="" type="checkbox"/>
0/001/27	CONNECTOR FEMALE INSULATED	GORDON EQUIPMENT LTD	Cabling	Durite	<input checked="" type="checkbox"/>
0/001/32	TERMINAL BULLET BLUE	GORDON EQUIPMENT LTD	Cabling	Durite	<input checked="" type="checkbox"/>
0/001/34	TERMINAL PUSH ON RED	GORDON EQUIPMENT LTD	Cabling	Durite	<input checked="" type="checkbox"/>
0/001/35	CONNECTOR BULLET FEM	GORDON EQUIPMENT LTD	Cabling	Durite	<input checked="" type="checkbox"/>
0/001/36	CONNECTOR BULLET MAL	GORDON EQUIPMENT LTD	Cabling	Durite	<input checked="" type="checkbox"/>
0/001/40	TERMINAL LUCAR BL FE	GORDON EQUIPMENT LTD	Cabling	Durite	<input checked="" type="checkbox"/>
0/001/41	TERMINAL LUCAR FE RD	GORDON EQUIPMENT LTD	Cabling	Durite	<input checked="" type="checkbox"/>
0/001/42	TERMINAL PIN	GORDON EQUIPMENT LTD	Cabling	Durite	<input checked="" type="checkbox"/>
0/001/43	TERMINAL PIN	GORDON EQUIPMENT LTD	Cabling	Durite	<input checked="" type="checkbox"/>
0/001/44	TERMINAL PIN	GORDON EQUIPMENT LTD	Cabling	Durite	<input checked="" type="checkbox"/>
0/001/45	EYELET BLUE 8MM	GORDON EQUIPMENT LTD	Cabling	Durite	<input checked="" type="checkbox"/>
0/001/46	TERMINAL LUCAR YELLOW	GORDON EQUIPMENT LTD	Cabling	Durite	<input checked="" type="checkbox"/>
0/001/49	BUTT CONNECTOR HEATSHRINK	GORDON EQUIPMENT LTD	Cabling	Durite	<input checked="" type="checkbox"/>
0/001/50	BUTT CONNECTOR HEATSHRINK	GORDON EQUIPMENT LTD	Cabling	Durite	<input checked="" type="checkbox"/>

### Stock List

The Stock List report displays ALL stock items that are on the system, whether they were only ordered in once or one regularly ordered.



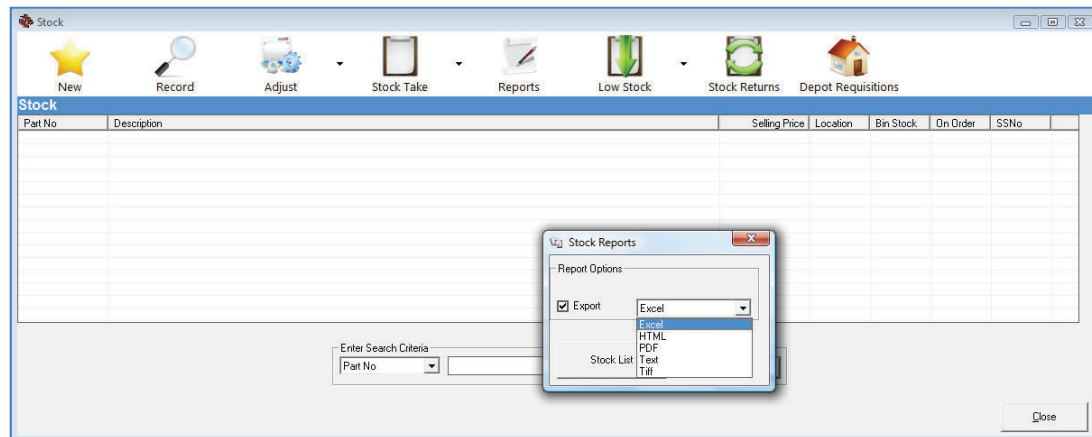
### Pages

You can print all sheets however, please note the amount of pages at the top of the report. In our above example, there are 550 pages and therefore you would need to ensure your printer is in a situation to print that many sheets.

You can view the report from the display screen, scrolling down through the pages. Each page displays: **Part No** of each part, **Description** of each part, **Supplier**, **Stock Group**, **Stock Sub Group** and whether or not the group discount is being applied by displaying a tick in the tick box under **Disc**.

### Export the Stock List Report

To Export the Stock List Report, click the **Export** tick box.



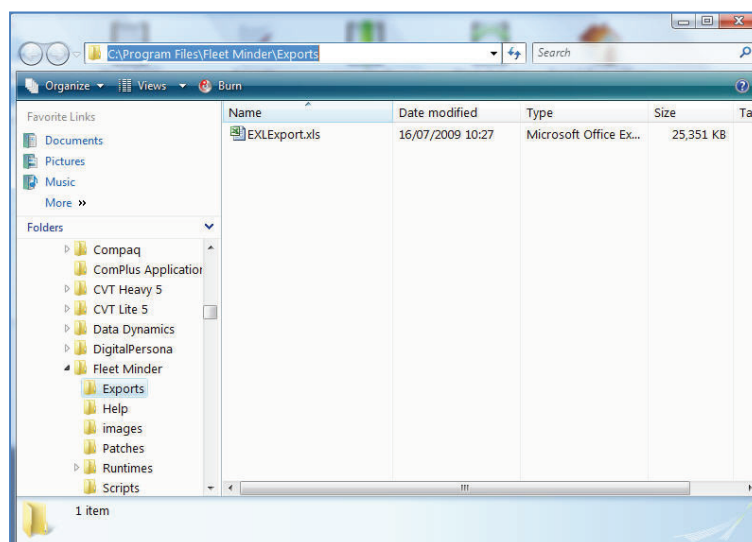
**Export Stock List Report**

This will activate a drop down box where you can select in which format you wish to export your report.

You can choose between **PDF**, **HTML**, **Excel**, **Text** or **Tiff**.

If you wish to view the exported report using the appropriate application you will find the document located in:

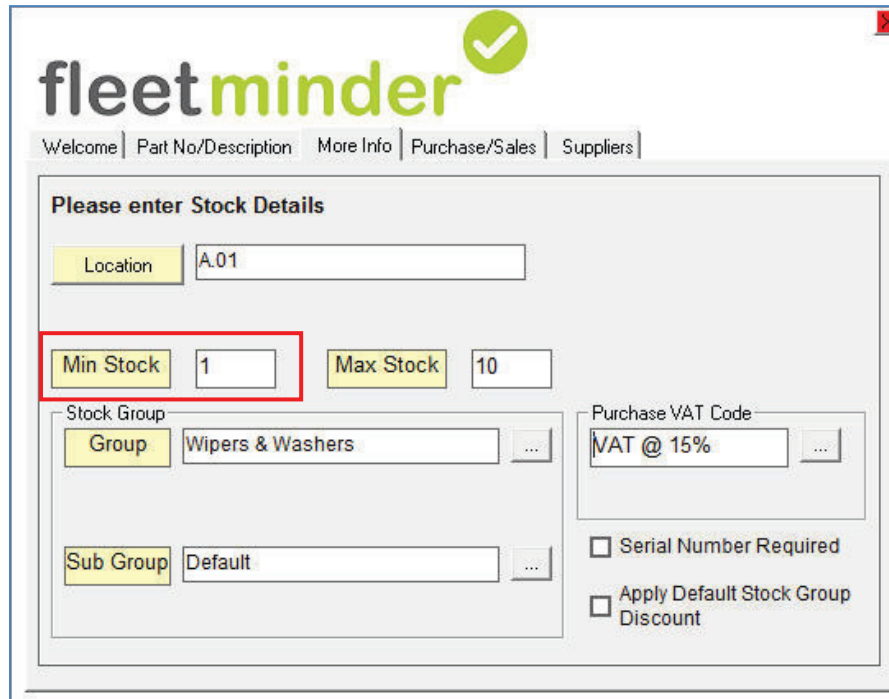
**C:\Program Files\Fleetminder\Exports**



**Report Export Location**

## Low Stock Report

When a stock item is created, the Min Stock value is used to state how low the stock of this item should be allowed to go. The Low Stock Report checks the Min Stock value against the Bin Value for the stock item.

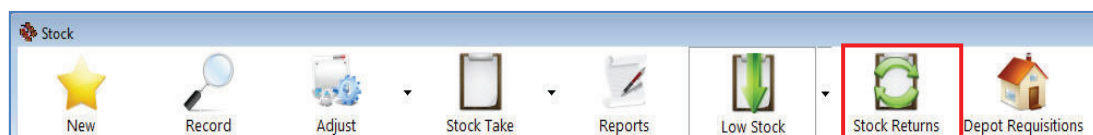


The screenshot shows the 'fleetminder' application window with a green checkmark icon. The 'Please enter Stock Details' form includes the following fields and options:

- Location:** A.01
- Min Stock:** 1 (highlighted with a red box)
- Max Stock:** 10
- Stock Group:**
  - Group:** Wipers & Washers
  - Sub Group:** Default
- Purchase VAT Code:** VAT @ 15%
- ☐ Serial Number Required
- ☐ Apply Default Stock Group Discount

**Min Stock on the Stock setup Wizard**

To generate a Low Stock Report to view what items need to be ordered, you need to click **Low Stock** button from the stock section.



**Low Stock Report**

This number is compared against the current number that are available in stock and a report is generated displaying which items need to be ordered into stock to keep stock at a sufficient level for the company's daily running.

Low Stock Report

16/07/2009 14:11

Low Stock Report

ASC Software (Ardee)

A OK RADIATOR SERVICES AOK001

Part No.	Description	Bin Stock	Min Stock	Max Stock	On Order	Location	Recc QTY
1234	bomtesting	0	1	5	1	4306	4

A.u.H. SNEIDER GMBH & CO.KG SCH001

Part No.	Description	Bin Stock	Min Stock	Max Stock	On Order	Location	Recc QTY
123	mebom	0	5	10	0	Default	10

ABBAY SEALS ABB001

Part No.	Description	Bin Stock	Min Stock	Max Stock	On Order	Location	Recc QTY
02ZM01	New Gizmo	0	1	10	10	4505	0
02ZM02	Another Gizmo	0	1	10	10	4505	0

AD IRELAND CHR001

Part No.	Description	Bin Stock	Min Stock	Max Stock	On Order	Location	Recc QTY
60759615	BULB TACHO 12V	0	5	10	0	4477	10
AD26005	HYDRAULIC OIL	3	4	10	10	4503	-3

AJ Parsons & Sons Ltd PAR001

Part No.	Description	Bin Stock	Min Stock	Max Stock	On Order	Location	Recc QTY
371829	LENS - RED	0	1	1	0	4820	1
4910	SUSE BLUE	0	1	1	0	4713	1
102172001	SLACK ADJUSTER (14MM)	0	1	1	0	4716	1
56025	AIR TAP	0	1	1	0	4721	1
56034	COUPLING FEMALE CA (1/2BSP)409	0	1	1	0	4721	1
7681	NUT 8MM	0	1	1	0	4721	1
8783	RUBBER LINK	0	1	1	0	4721	1
5051	OIL SEAL	0	1	1	0	4726	1
43523	YOKE 16MM X 14MM	0	1	1	0	4726	1
60831	Wheel Nut	0	1	1	0	4731	1
21006814	PN	0	1	1	0	4735	1
950364101	MODULE MGX	0	1	1	0	4740	1
47591	CONNECTOR	0	1	1	0	4744	1
47599	O RING ASSY 16MM	0	1	1	0	4744	1
41548	D BUFFER (PER FT)	0	1	1	0	4764	1
21220183	BRAKE DRUM	0	1	1	0	4800	1

### Low Stock Report

The report displays a list of all the default suppliers on the left of the page.

Click on a Supplier on the left side of the report to display the stock you must order from them.

## Create a Purchase Order from the Low Stock Report

To generate an Automatic Purchase Order, on the Low Stock Report, click on the **Auto PoP** button on the top right corner for each Supplier.

The screenshot shows the 'Low Stock Report' window for 'ASC Software (Ardee)'. It displays a table of low stock items with columns: Part No., Description, Bin Stock, Min Stock, Max Stock, On Order, Location, and Recc QTY. Three items are listed: 'A OK RADIATOR SERVICES' (AOK001), 'A.u.H. SNEIDER GMBH & CO.KG' (SCH001), and 'ABBEY SEALS' (ABB001). Each item has an 'Auto PoP' button on the right. An 'Automatic Purchase Order Generator' dialog box is open in the foreground, showing the selected item 'AOK001' and 'A OK RADIATOR SERVICES'. The dialog has fields for 'Date' (16/07/2009), 'PoP Type' (0000 - n/a), and 'Stock Depot' (ASC Software (Ardee)). A 'Proceed' button is visible in the dialog.

Automatic Purchase Order Generator

This will display an **Automatic Purchase Order Generator**.

The date is automatically the current date.

The *POP Type* allows you to pick whether you want the stock, when received to **Add to Stock** or to be marked as **Goods Not For Resale**.

Once decided, click **Proceed**.

The screenshot shows a 'FleetMinder' message box with the following text: 'The Purchase Order is Generated. It's Order Number is 106181. Please Note : These Stock Items will not be removed from the Low Stock Report until the Purchase is 'Put On Order''. An 'OK' button is at the bottom right.

Automatic Purchase Order

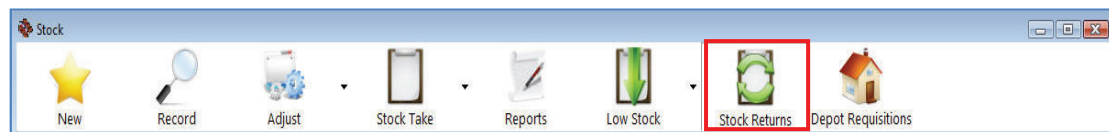
A message will appear alerting you that the Purchase Order has been generated. It will display the Order Number.

Note that these stock items will not be removed from the Low Stock Report until a user has gone into the Purchase Order section and put the Purchase Order on order, i.e. *Put On Order*.



## Stock Return Note

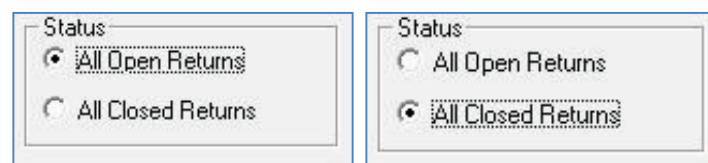
Click **Stock Returns** on the main Stock menu.



**Stock Returns**

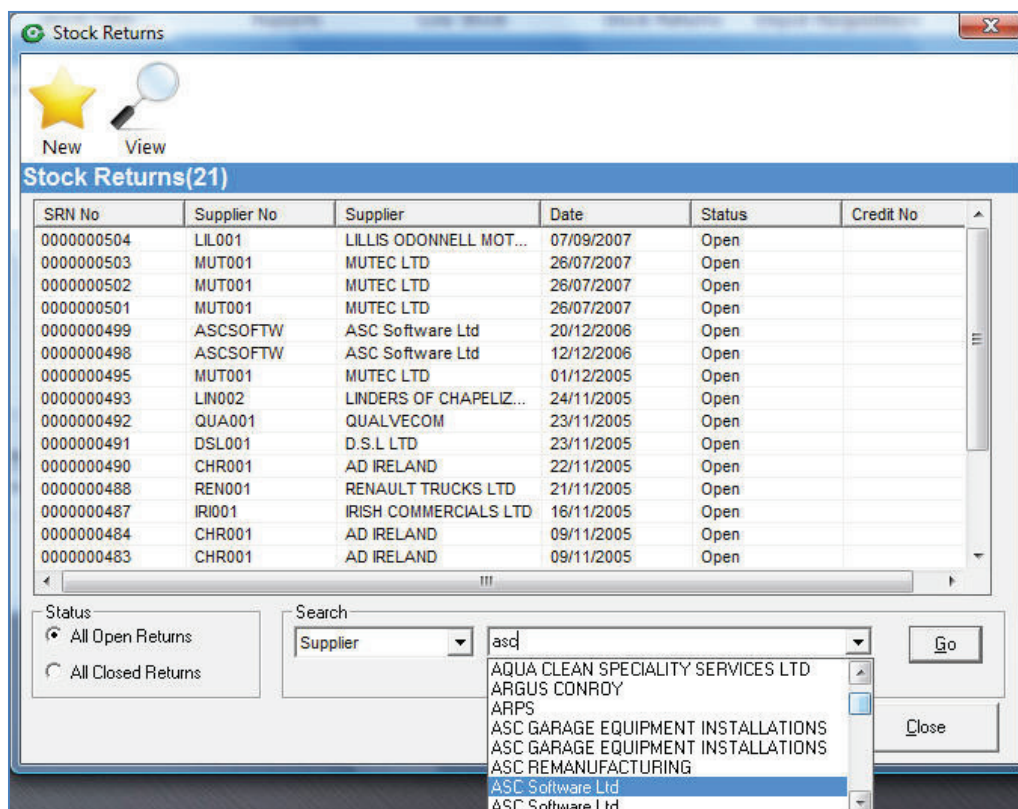
## Search for a Stock Return Note

From the main Stock Returns screen, you can select to view the Open or Closed stock returns by clicking on the *Status* button.



**Open & Closed Status**

To reduce the number of stock returns within that search, you can do a search by *Supplier*, *SRN No.* or *Credit No.*



**Search for an Open Stock Return Note**

If you select *SRN No.* or *Credit No.* you must type in the entire SRN Number or Credit Number in the text box provided and then click **Go**.

If you are selecting *Supplier* then a drop down box of all available suppliers will appear and you can select the supplier by either scrolling through the list, or else typing in part of the name and clicking the drop down box which will move you to the appropriate area of the list.  
Click **Go** once you have selected your Supplier.

In both cases, the grid will display the relevant Stock Return Note for the search.

### **View a Stock Return Note**

After selecting the relevant Open Stock Returns Note in the grid by clicking on it to highlight it, click **View** or else double click on the entry in the grid.

SRN No	Supplier No	Supplier	Date	Status	Credit No
0000000496	ASCSTW	ASC Software Ltd	12/12/2006	Closed	0876
0000000497	ASCSTW	ASC Software Ltd	12/12/2006	Closed	0987
0000000498	ASCSTW	ASC Software Ltd	12/12/2006	Open	
0000000499	ASCSTW	ASC Software Ltd	20/12/2006	Open	
0000000500	ASCSTW	ASC Software Ltd	11/05/2007	Closed	12341

Status:  
☒ All Open Returns  
☐ All Closed Returns

Search:  
 Supplier: [ASC Software Ltd]  
 Go

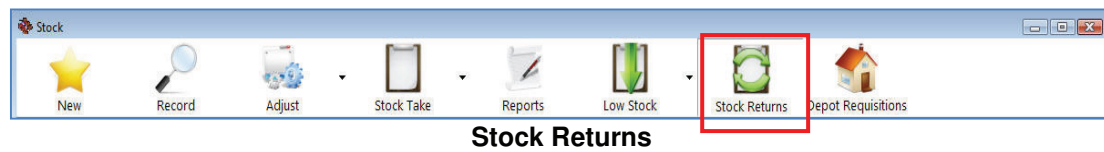
Close

### **View Stock Return Note**

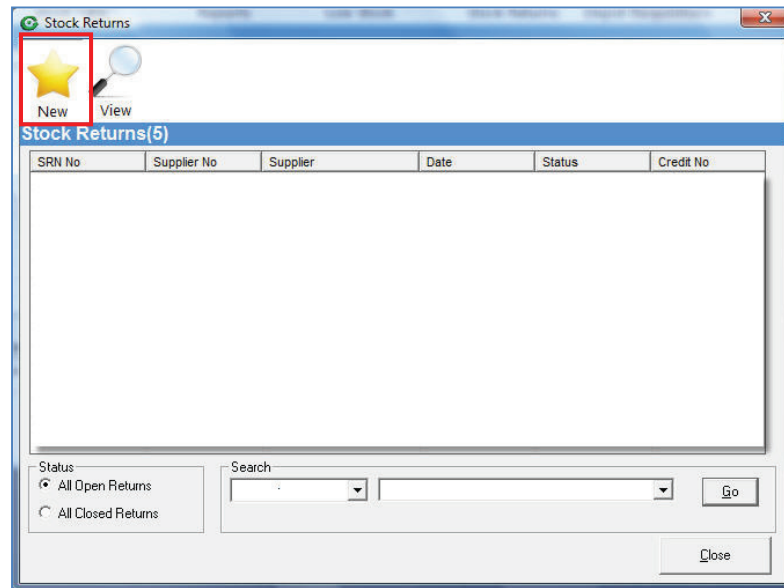
This will open up the Stock Return Note with full details.

## Create a Stock Return

Click **Stock Returns** on the main Stock menu.



From the *Stock Returns* section, click **New**



**New Stock Return**

You will then see the *New Stock Return Note* window.

A screenshot of the 'New Stock Return Note' window. It contains several input fields and buttons. At the top left, there are two icons: a document and a box. Below these icons are two tabs: 'Activity' and 'Add Part'. The 'Activity' tab is selected. Below the tabs is a 'Stock Return Header' section with a 'Supplier' field. To the right of the 'Supplier' field is a 'Return Type' dropdown menu. Below the 'Supplier' field is a 'Supplier Details' section with 'Ref' and 'Name' fields. To the right of the 'Supplier Details' section is an 'Address' section with 'Street 1', 'Street 2', 'Town', 'County', and 'Post Code' fields. Below the 'Supplier Details' section is a 'Stock Depot' field with the text 'ASC Software (Ardee)' and a button with three dots. At the bottom right are 'Cancel' and 'Continue' buttons. At the bottom center are 'Save' and 'Close' buttons.

**New Stock Return Note**



Select the Supplier who supplied the stock item to you by typing in part or all of their name and pressing **Enter**.

Ref	Name	Address
AOK001	A OK RADIATOR SERVICES	4 BALLYMOUNT ROAD LR
A&M001	A&M GEARBOX CENTRE	180 JAMES ST.
AEF001	A.E.F. LTD	KYLEMORE PARK SOUTH
ATA001	A.T.A. SECURITY LTD	1a LEINSTER ST. NORTH,
SCH001	A.u.H. SCHNEIDER GmbH	RICHTSTRASSE 32
SCH001	A.u.H. SNEIDER GMBH & CO.KG	RICHTSTRASSE 32
AAAAAAA1	aaaaaaa	
ABB001	ABBEY SEALS	JOHN F KENNEDY ROAD
ABTRON	Abtron Engineering	Brides Glen Road
ACC001	ACCESS CLEANING SERVICES	11 WALKINSTOWN AV
0036	ACCESS TELECOM	COMMUNICATIONS HOUSE
CHR001	AD IRELAND	520 BEECH ROAD

**Select Supplier Name**

A grid of available suppliers who match that name will appear. Select the appropriate supplier by clicking on it to highlight it and click **Use**.

Once you have selected the Supplier you need to then select which *Return Type* your return categorizes under.

Click the drop down box to display **Core**, **Stock** and **Warranty**.

Stock Return : 000000507

Add Part Report Sign Off

Stock Return Header

SRN No: 507 Status: Open Return Type: Core

Supplier: ASCSOFTWARE Address: Core

Name: ASC Software Ltd Street 1: Stock

Credit Note Date: Set Credit Note Date Street 2: Warranty

Town: Dublin 12

County: Post Code:

Details

Parts Notes

Part No	Description	Val Price	Qty	Ref	Total	Vat Code	Vat Tot
N00000000242	BULB OPERATING	1.16	1	asc321	1.16	T21	0.17
NEWGIZMO	Gizmo01	10.00	1	asc123	10.00	T21	1.50

Net: 11.16 Stock Depot: ASC Software (Ardee)

Vat: 1.67

Grand: 12.83

Save Close

**Core, Stock or Warranty Return**

When you have entered the Supplier and the Return Type click **Continue**.

The screenshot shows the 'New Stock Return Note' window. The 'Activity' is 'Add Part'. The 'Stock Return Header' section includes a 'Supplier' field, a 'Return Type' dropdown set to 'Warranty', and a 'Stock Depot' dropdown set to 'ASC Software (Ardee)'. The 'Supplier Details' section includes 'Ref' (ASCSOFTW) and 'Name' (ASC Software Ltd). The 'Address' section includes 'Street 1' (58 Le Broquay Avenue), 'Street 2' (Parkwest Industrial Park), 'Town' (Dublin 12), 'County', and 'Post Code'. The 'Continue' button is highlighted with a red box.

**Continue with the Stock Return**

This will open the details section of the window.

Click **Add Part** button to add a part onto the Stock Return Note.

The screenshot shows the 'Details for SRN Number : 000000507' window. The 'Activity' is 'Add Part'. The 'Stock Return Header' section includes a 'Supplier' field, a 'Return Type' dropdown set to 'Warranty', and a 'Stock Depot' dropdown set to 'ASC Software (Ardee)'. The 'Supplier Details' section includes 'Ref' (ASCSOFTW) and 'Name' (ASC Software Ltd). The 'Address' section includes 'Street 1' (58 Le Broquay Avenue), 'Street 2' (Parkwest Industrial Park), 'Town' (Dublin 12), 'County', and 'Post Code'. The 'Details' section shows a table with columns: Part No, Description, Val Price, Qty, Ref, and Total. The 'Add Part' button is highlighted with a red box.

**Add a Part**

In either the *Part No.* field or the *Description* field, type in some or the entire Part Number or Description of the part that you wish to add to the Stock Return Note, then press **Enter**.

Part No	Description	Location	Min	Free
NEWGIZMO	Gizmo01	A.01	1	93

**Part Number to be Returned**

This will display a list of items that you can chose from the required item by clicking on it to highlight it.

If you do not wish to use any of the ones that are displayed, click **Cancel** to return to the Part No and Description fields to carry out a different search.

Once you have highlighted the one you want, click **Use**.

You will then be prompted to put in the *Qty to Return* figure and also the *Valuation Price* and *Supplier Ref*.

The Qty to Return is a mandatory field.

The Valuation Price will adjust according to what is on the system currently as the valuation price but can be adjusted if needed. The *Total Value* field will adjust accordingly.

The Supplier Ref is an optional field.

Click **Close** to exit without saving.

Click **Save** to save the details input.

You can then add another part or click **Close** to return to the Supplier Returns Note main screen.

**Add Part to SRN**

Parts for SRN No : 507

Part No: NEWGIZMO  
Description: Gizmo01

Bin Stock: 93  
Location: A.01  
Qty to Return: 1

Valuation Price: 10.00  
Total Value: 10.00

Supplier Ref: asc123

**Save** Close

Close

**Part Details**

More than one item is able to go on a Stock Return Note once these items are available for return in the system.

After adding an item to the Stock Return Note simply click **Add Part** to add another item onto it.

Click **Save** to exit out of the Stock Return Note.

**Details for SRN Number : 000000507**

Activity: Add Part

Stock Return Header

Supplier: [Empty]  
Return Type: Warranty

Supplier Details

Ref: ASCSOFTWARE  
Name: ASC Software Ltd

Stock Depot: ASC Software (Ardee)

Address

Street 1: 58 Le Broquay Avenue  
Street 2: Parkwest Industrial Park  
Town: Dublin 12  
County: [Empty]  
Post Code: [Empty]

Details

Parts | Notes

Part No	Description	Val Price	Qty	Ref	Total
N000000000242	BULB OPERATING	1.16	1	asc321	1.16
NEWGIZMO	Gizmo01	10.00	1	asc123	10.00

Save Close

**Multiple Parts on the Stock Return Note**

## Adding a stock item that is no longer in stock

If a Part has no free items in stock (i.e. the *Free* field displays 0) then the system will not allow you to use this part in the Stock Return Note.

The screenshot shows a software window titled "Add Part to SRN". Inside, there's a section "Parts for SRN No : 507". Below this, there are input fields for "Part No" (containing "11av") and "Description". A "Parts List" table is displayed with the following data:

Part No	Description	Location	Min	Free
11AV0730	BELT	4534	0	0

The "Free" field in the table is highlighted with a red border. An error message dialog box titled "FleetMinder" is overlaid on the table, stating: "There is NO STOCK showing for this Item. The Item has NOT been added to the SRN." The dialog has an "OK" button. At the bottom of the main window, there are "Use", "Cancel", and "Close" buttons.

### **No Bin Stock to Return**

After you click **Use**, the system will display the message:

*"There is NO STOCK showing for this Item. The Item has NOT been added to the SRN."*

## Delete a Part off the Stock Return Note

If you decide that an item needs to be removed from the Stock Return Note, **Right-Click** once on the item in question.

The screenshot shows the 'Details for SRN Number : 000000507' window. It includes fields for Supplier (ASC Software Ltd), Return Type (Warranty), and Address (58 Le Broquay Avenue, Parkwest Industrial Park, Dublin 12). A 'FleetMinder' dialog box is overlaid, asking 'Are you sure you want to delete This Part : N000000000242?'. The dialog has 'Yes' and 'No' buttons. Below the dialog, a table lists parts with columns 'Part No' and 'Description'. The first row shows 'N000000000242' and 'BULB OPERATING NEWGIZMO Gizmo01'. A 'Total' column on the right shows '1.16' and '10.00'. At the bottom are 'Save' and 'Close' buttons.

Part No	Description
N000000000242	BULB OPERATING NEWGIZMO Gizmo01

Total
1.16
10.00

### **Delete a Part**

The system will ask “*Are you sure you want to delete This Part:*” and it will display the part number that you selected.

If you do not wish to delete this item, click **No**.

If you do wish to remove the item from the Stock Return Note, click **Yes**.

## Edit a Part on the Stock Return Note

Double-click on the relevant part that you wish to alter on the Stock Return Note.

Dialog box titled "Edit Part on SRN : 507".

Part No	NEWGIZMO	Qty	1
Valuation Price	10.00		
Vat Code	T21 - 15.00		
Supplier Ref			

Vat Code dropdown list:

- T0 - 0.00
- T1 - 15.00
- T17 - 0.00
- T2 - 21.50
- T21 - 15.00**
- T4 - 0.00
- T8 - 0.00
- T9 - 0.00

Net	10.00
Vat	1.50
Grand	11.50

Buttons: Save, Close

**Change the VAT Code**

This will open an *Edit Part on SRN* screen.

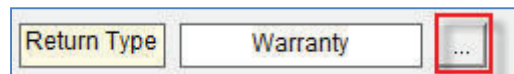
You can alter the *Valuation Price*; select a new *V.A.T. Code* by picking an alternate one from the drop down selection, type in a new *Supplier* and the *Net*, *V.A.T.* and *Grand* total.

Once all items that need to be altered have been adjusted accordingly, click **Save** to ensure that the system stores the altered information on the Stock Return Note.

Otherwise, click **Close** to exit without saving the updated information.

## Change the Return Type on an Open Stock Return Note

After opening the relevant open Stock Return Note, click on the button to right of the text box displaying the current *Return Type*.



This will open a drop down box of available Return Type values.

Stock Return : 0000000507

Add Part Report Sign Off

Stock Return Header

SRN No 507 Status Open Return Type

Supplier Ref ASCSOFTW Name ASC Software Ltd

Credit Note Date ☐ Set Credit Note Date

Address Core  
Street 1 Stock  
Street 2 Warranty  
Town Dublin 12  
County  
Post Code

Details

Parts Notes

Part No	Description	Val Price	Qty	Ref	Total	Vat Code	Vat Tot
N000000000242	BULB OPERATING	1.16	1	asc321	1.16	T21	0.17
NEWGIZMO	Gizmo01	10.00	1	asc123	10.00	T21	1.50

Net 11.16 Stock Depot ASC Software (Ardee)

Vat 1.67

Grand 12.83

Save Close

### **Change the Return Type**

Click on the required return type to select the value.

Click **Close** to exit without saving the alterations.

Click **Save** to exit and save the details.



## Add a Note to the Stock Return Note

On the Stock Return Note, click on the *Notes* tab.

The screenshot shows a 'Stock Return : 0000000507' window. At the top are icons for 'Add Part', 'Report', and 'Sign Off'. Below these are buttons for 'SRN No' (507), 'Status' (Open), and 'Return Type' (Stock). The 'Supplier' section includes 'Ref' (ASCISOFTW) and 'Name' (ASC Software Ltd). The 'Address' section includes 'Street 1' (58 Le Broquay Avenue), 'Street 2' (Parkwest Industrial Park), 'Town' (Dublin 12), 'County', and 'Post Code'. There is a 'Credit Note Date' field and a 'Set Credit Note Date' checkbox. The 'Details' section has two tabs: 'Parts' and 'Notes' (which is highlighted with a red box). The 'Notes' tab contains the text 'contact tom regarding warranty details'. At the bottom, there are fields for 'Net' (11.16), 'Vat' (1.67), and 'Grand' (12.83), along with a 'Stock Depot' field (ASC Software (Ardee)). 'Save' and 'Close' buttons are at the bottom right.

### **Add a Note**

You can type in any note as reference on the Stock Return Note

Click **Save** to exit and save all the details that you have altered.

Click **Close** if you wish to exit without saving the details.

## View a Stock Return Note Report

From the main Stock Returns section, open the relevant Stock Return Note.

Stock Return : 000000507

Add Part **Report** Sign Off

Stock Return Header

SRN No: 507 Status: Open Return Type: Stock

Supplier: Ref: ASCSOFTW Name: ASC Software Ltd

Credit Note Date: ☐ Set Credit Note Date

Address: Street 1: 58 Le Broquay Avenue, Street 2: Parkwest Industrial Park, Town: Dublin 12, County: , Post Code:

Details: Parts Notes

Part No	Description	Val Price	Qty	Ref	Total	Vat Code	Vat Tot
N00000000242	BULB OPERATING	1.16	1	asc321	1.16	T21	0.17
NEWGIZMO	Gizmo01	10.00	1	asc123	10.00	T21	1.50

Net: 11.16, Vat: 1.67, Grand: 12.83

Stock Depot: ASC Software (Ardee)

Save Close

### View SRN Report

Click **Report**.

fleetminder  
Software, Equipment, Testing, Job Done.

Administrative Address:  
ASC Software Limited  
Unit 58, Le Broquay Avenue  
Parkwest Ind Park, Dublin 12.

ASC Software Ltd  
58 Le Broquay Avenue  
Parkwest Industrial Park  
Dublin 12

**Stock Return Advice Note**

Reviewed By: Alan McGee Stock Return No: 507 Type of Return: Warranty SRN Date: 16/07/2009

Part No.	Description	Qty	Supplier Ref
NEWGIZMO	Gizmo01	1.00	asc123
N00000000242	BULB OPERATING	1.00	asc321

Received By : \_\_\_\_\_

16:51 16/07/2009

### Stock Return Advice Note

A *Stock Return Advice Note* is displayed.

It displays who the stock is being returned to, who reviewed the stock return, what the type of return is, the date, the items that are being returned and any notes.

As with all reports this can be printed and then once the goods are received by the supplier, it can be signed to complete this stage of the process.

## Sign Off a Stock Return Note

In the *Stock Returns* section, open the Stock Return Note that you would like to sign off.

Stock Return : 0000000507

Add Part Report **Sign Off**

Stock Return Header

SRN No 507 Status Open Return Type Warranty

Supplier

Ref ASCSOFTW

Name ASC Software Ltd

Credit Note Date 17/07/2009

Address

Street 1 58 Le Broquay Avenue

Street 2 Parkwest Industrial Park

Town Dublin 12

County

Post Code

Details

Parts Notes

Part No	Des	Qty	Ref	Total	Vat Code	Vat Tot
N0000000000242	BU	1	asc321	1.16	T21	0.17
NEWGIZMO	Giz	1	asc123	10.00	T21	1.50

Net 11.16

Vat 1.67

Grand 12.83

Stock Depot ASC Software (Ardee)

Save Close

### Sign off a Stock Return Note

To sign off the Stock Return Note you must set the *Credit Note Date*.

Tick the **Set Credit Note Date** box and today's date will automatically appear.

If you need to alter it to another date, either type in the date or click the drop down box to display a full calendar. Click on the date you wish the *Credit Note Date* field to display.

Once you have selected the right date, click **Sign Off**.

FleetMinder

Enter the Suppliers Credit Note Number  
Or type 'Exit' to Cancel

OK

Cancel

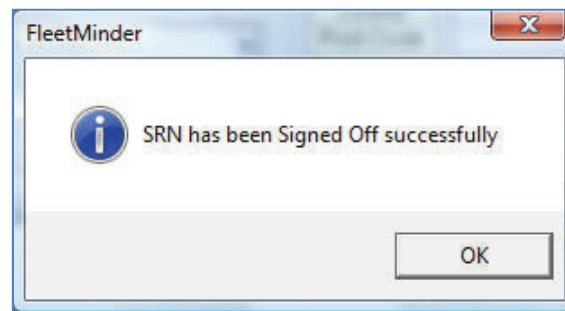
### Supplier's Credit Note Number

A message will appear asking you to enter the Supplier's Credit Note Number. Type this into the text box provided.

If you make a mistake and wish to clear the box, click **Cancel**.

If you want to exit this section without actually signing off the Stock Return Note, type *Exit* (it can also be written all in upper case or all in lower case; any other format and the system will take it as the actual Supplier's Credit Note number) and then click **OK**. You will return to the Stock Return Note without it being signed off.

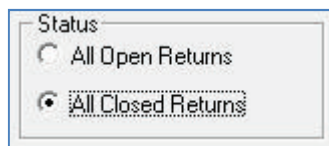
Type in the Supplier's Credit Note and then click **OK**.



**SRN Successfully Signed Off**

If the system has signed off the SRN correctly a message will appear:  
"SRN has been Signed Off successfully."

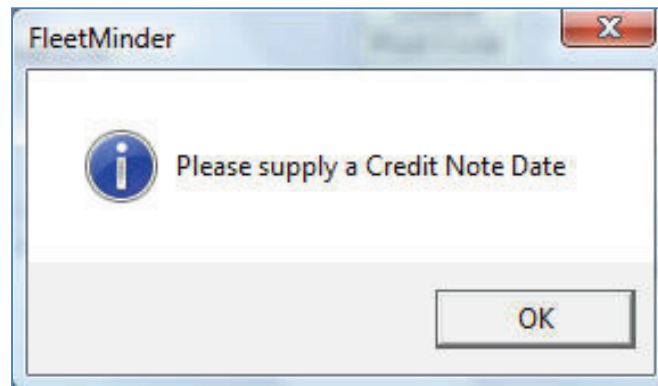
The status of this Stock Return Note will now changed to *Closed*. If you wish to view this Stock Return Note again, click on the *All Closed Returns* status.



**All Closed Returns**

### **Stock Return Note without a Credit Note date**

If you click **Sign Off** without having set a Credit Note Date, the system will generate an error message saying “*Please supply a Credit Note Date*”.



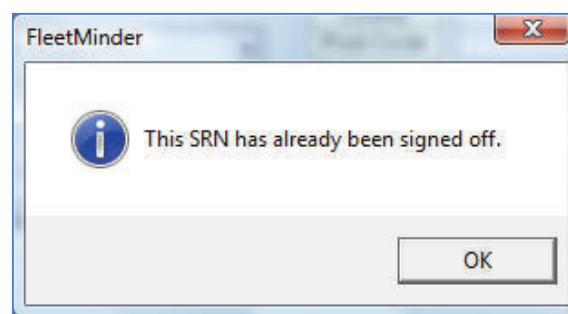
**Credit Note Date**

If this message appears, click **OK** and then click **Set Credit Note Date** tick box to access the calendar facility to set a date.

You will then be able to sign off the Stock Return Note as normal.

### **Can a Stock Return Note be signed off more than once?** **Can I sign off a Closed Stock Return Note?**

If you try to sign off a Stock Return Note that has already been signed off, that is; one with *Return Closed* status, then the system will display the message: “*This SRN has already been signed off*” as you cannot sign a Stock Return note off more than once.



**SRN Already Signed Off**

